



**DEPARTMENT OF THE ARMY
27TH TRANSPORTATION BATTALION (MC)
APO AE 09096**

REPLY TO
ATTENTION OF

AETV-SCS-MC

9 September 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Battalion Policy Letter #5: Personnel Arrival and Departure

1. Subordinate Commanders and First Sergeants/NCOICs will meet with incoming personnel within 12-24 hours of arrival at the unit. The entrance interview allows Soldiers an opportunity to alert their chain of command to any professional or personal concerns. Unit Commanders will review their policies on discipline, appearance, and performance. First Sergeants/NCOICs will brief Soldiers on key administrative items such as leave policies, passes, duty rosters, etc. Use a checklist to ensure coverage of all pertinent items. Strive to make a new arrival's first impression of his/her unit a positive one.
2. The Battalion Commander will meet newly assigned officers and Staff Sergeants and above as soon as practical after arrival in the unit. All newly arrived Soldiers will meet with the Battalion Command Sergeant Major.
3. First Sergeants/NCOICs will meet with Soldiers within ten days prior to each soldier's exit from the company to provide an opportunity to relate their experiences and insights to the chain of command. Officers and Staff Sergeants and above will be scheduled to out-brief with the Battalion Commander. The goal is to gather ideas about improvement.
4. People and their ideas are our most important resources. Let us ensure that our soldiers have the chance to contribute their insights for the benefit of all.

WAYNE L. STULTZ
LTC, TC
Commanding

CF:
CDR, HHC
CDR, 619th MCT
CDR, 626th MCT
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